Dental Supply Management Overview

2 MAR 04

Terminal Learning Objective (TLO):

Given necessary information identify the different types of resources available for requisitioning medical/dental supplies and equipment IAW AR 40-61, AR 735-5, DA PAM 710-2-1 & SB 8-75.

Enabling Learning Objectives (ELOs):

A. Given necessary information identify the different types of supply/equipment funding IAW AR 40-61 and SB8-75.

B. From a list, select the use of some commonly used supply forms IAW SB8-75.

C. Based on information from the Accounting Requirement Code (ARC), match the three categories of supply to their definition IAW AR 735-5.

D. Given the necessary information match the supply terms to their definition IAW AR 735-5 and

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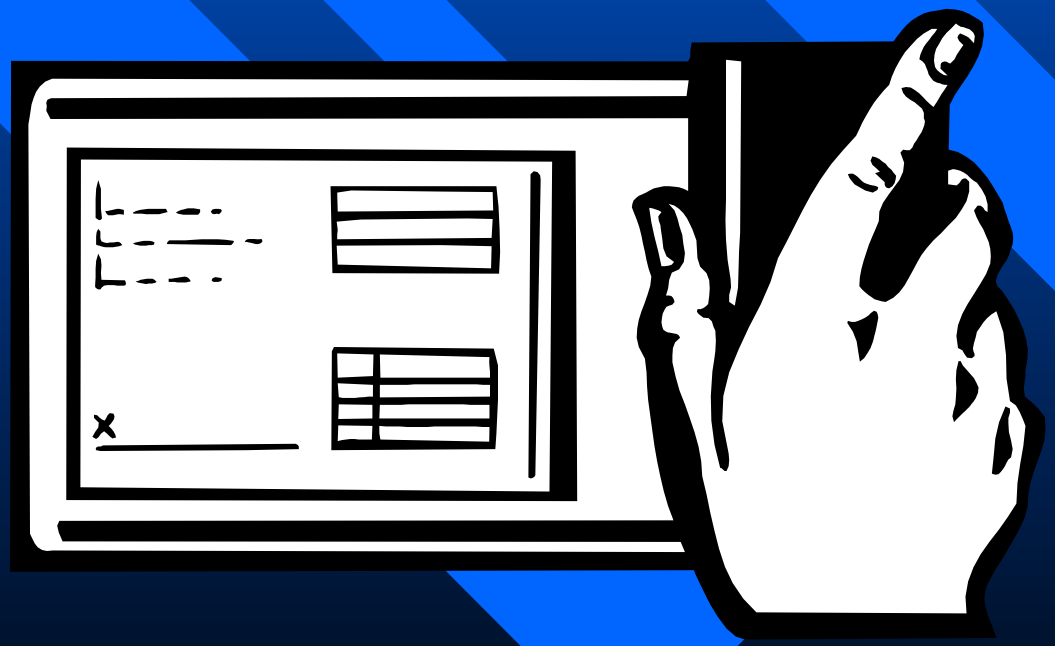
match the supply terms to their
definition IAW AR 735-5 and DA
PAM 710-2-1.

E. Given a list, select the different types of responsibility IAW AR 735- 5.

Four Types of Supply/Equipment Funding

International Merchants Purchase Authorization Card (IMPAC)



- The Government-wide Commercial Purchase Card was designed to make an impact on how supplies, services, and equipment equal to or less than $2,500 are procured. Purchased with unit's supply budget.

- Key players involve with I.M.P.A.C are the Cardholder and the Approving Official (AO).

The Cardholder

- The Cardholder is the individual appointed by the Director of Contracting to make purchases (≤ $2,500) using I.M.P.A.C. The card bears the Cardholder's name and may be used only by this individual to pay for authorized U.S. Government purchases.

- All purchases made with the card must comply with the Federal Acquisition Regulation (FAR)

- The cardholder is responsible for reconciling his/her monthly statement and forward the reconciled statement to his/her approving of

Some Basic Purchase Rules for the Cardholder are:

(1) Must obtain a fair and
sonable price

(2) Must rotate sources

(3) Must document purchases (audit trail)

(4) Must resolve discrepancies directly with the vendor

The Approving Official (AO)

The AO is the individual appointed by the Director of Contracting to approve each purchase prior to use of the credit card, and review the Cardholder's monthly statement.

- **The AO will sign the Cardholder's monthly statement and ensure the payments are for purchases which are authorized and made IAW the FAR and agency policy.**

- The AO should be the cardholder's supervisor or a higher level official. A Cardholder cannot be his/her own AO.

The AO Ensures Purchases:

(a) Are correct and fulfill mission requirements.

(b) Do not exceed spending limits.

(c) Are not for personal use.

(d) Are not prohibited.

(e) Are not part of system or larger purchase exceeding $100k.

(f) Have not been split into smaller segments to stay under the $2,500 threshold.

Any Equipment ordered with the credit card still needs to go through normal supply channels

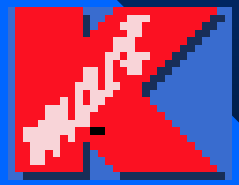
PRIME VENDOR

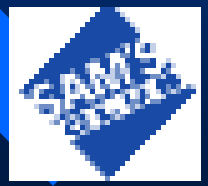
A Prime Vendor is a distributor contracted as the main source of all expendable medical and dental supplies (by DENCOM).

- The contract ensures the dental clinics that the Prime Vendor (distributor) will stock sufficient amounts of designated supplies to ensure that the dental clinics receives 95% of the items ordered within 24 hours (or whatever the agreed contract

- In return, the dental clinics are contractually obligated to order all expendable medical and dental supplies from that vendor.

- **Only when the Prime Vendor is unable to provide a given item can the dental clinics order that specific item from other sources.**





- The Medical Prime Vendor contracts are awarded and administered by either the Defense Personnel Services Center (DPSC) or Veterans Administration (VA).

- Prime Vendor is used in TDA organizations and TOE units. A TOE unit uses Prime Vendor as part of medical materials readiness support planning and execution of missions. (Not for sustaining or resupply).

Capital Expense Equipment Program(CEEP)

- Locally managed program through the Director of Resource Management, which utilizes other defense funds to plan, program and budget for non-medical and medical capital investment equipment with a unit cost ≥ $2,500 but less than $100,000 for fixed health care facilities

- CEEP provides for modern technological replacement and acquisition of medical and non-medical equipment.

- All CEEP items must be requisition and received prior to the end of the fiscal year (FY), or allocated monies will be lost.
Items delivered late must be paid for with fund from the next fiscal year.

- It is imperative that one submits both CEEP and MEDCASE requirements early in the year to ensure proper obligation of funds.

- The Army Medical Department Property Accounting System (AMEDDPAS) Equipment Replacement Report which can be produced as required by property book or by hand receipt identifies equipment which may be eligible for replacement based

- The Program Budget Advisory Committee (PBAC) established by the commander, recommend funding and other resource utilization priorities to the commander. The commander approves or disapproves all CEEP requirements.

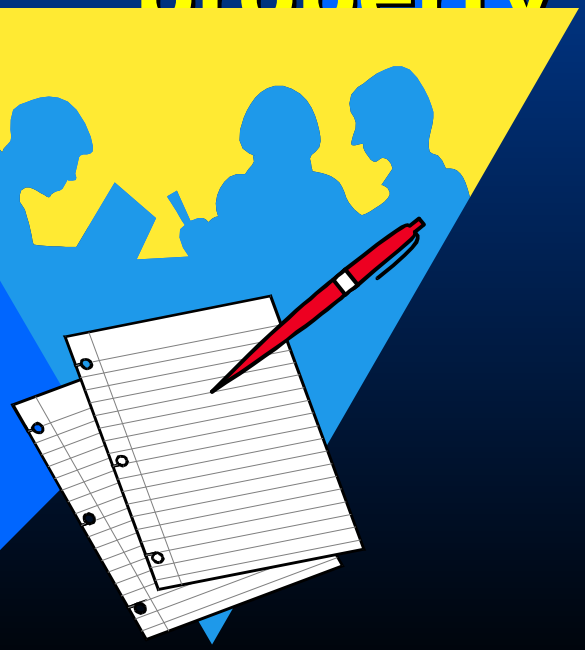
Medical Care Support Equipment (MEDCASE)

- Centrally managed program at the Department of the Army Level, which utilizes Other Procurement Defense (OPD) funds to plan, program , and budget for non-medical and medical capital

investment equipment with a unit cost ≥ $100,000 for fixed health care facilities worldwide.

- **MEDCASE provides for modern technological replacement and acquisition of medical and non-medical equipment.**

- **MEDCASE items must be required to support or accomplish the mission, and be nonexpendable, which will be accounted for on the property book .**



- MEDCASE cannot be centrally managed or funded through another DA-Level program.

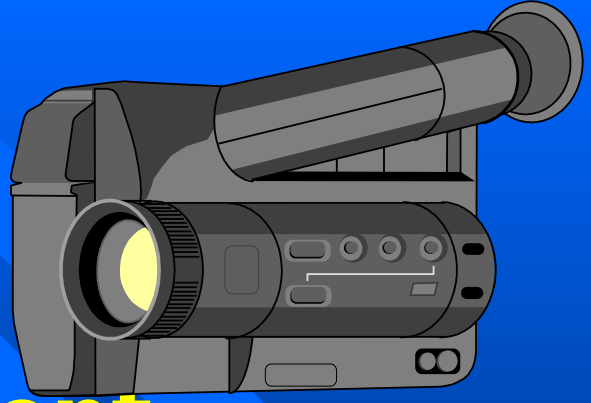
- It is not used as a primary source to accomplish a Base Operations (BASOPS) function, such as security and fire protection, nor can it be used as a primary source for automated data processing equipment.

The Information System Command (ISC) funds this equipment.

MEDCASE can be used as a <u>secondary source of funding</u>

- **It is not required to provide back- up to existing equipment.**

- **Items ineligible for MEDCASE include the following:**
  - **(a) Repair parts**
  - **(b) Free issue item**



(c) Audiovisual equipment

(d) Capital expense equipment ($1,000- 99,999.99)

(e) Sole source contracting may be an option also.

- Commonly used supply forms.

a. DA Form 5027-R (MEDCASE Program Requirements) - used for CEEP and MEDCASE requests.

b. DA Form 5028-R (MEDCASE Support and Transmittal Form) - used (for CEEP and MEDCASE requests.

c. DA Form 3953 (Purchase Request and Commitment) - used to obtain supplies utilizing local purchase. (That is, items purchased off the local market).

d. DA Form 2765-1 (Request for Issue and Turn-in) - used to request and turn-in non-expendable, expendable, and durable single- line items. That is, only one type item per DA Form 2765-1.

e. DA Form 3161 (Request for Issue and Turn-In) - used as a request form and allows one to request multiple line items on a single form. This form is also used for turn-ins, lateral transfers, and sub-hand receipts.

f. DA Form 2062 (Hand Receipt/Annex Number) - used to sub-hand receipt items.

g. **DA Form 2064 (Document Register For Supply Actions) - used as your document register for all supply request transactions.**

h. **DA Form 1296 (Stock Accounting Record) - used to document precious metals inventories.**

i. **DD Form 1348-6 (DOD Single Line Item Requisition System Document) - used for requesting Non-NSN single-line items, single-line NSN items not listed in the Universal Data Repository(UDR), classified items, and modification work orders and kits.**

j. Two points of discussion for things to consider - 1) your written justification is extremely important. It may mean the difference in whether you get a particular item or not.

2) Step by step procedures to fill
many of these forms are found
in the Supply Update. Your
local post SOP will dictate
which forms to use.

Three Categories of Supply based on the Accounting Requirements Code (ARC)

a. **Expendable Supplies** - Those item which are consumed in use (such as soap, paper, etc.); those items which lose their separate identity though use (such as a head gasket which becomes a part of an engine when installed)

b. Non-expendable Equipment - Those items not consumed in use and retain their original identity during the period of use. Requires formal accountability throughout the life of the item. (i.e. X-ray Machine)

c. Durable Materials -

Personal property that is not consumed in use, and does not require property book accountability. Because of its unique characteristics, durable materials require hand receipt control when issued i.e hand tools, dental instruments, non-consumable components of sets, kits,

DA PAM 710-2-1, requires us to establish direct responsibility for non-medical durables. Established by using hand receipts.

Supply Terms and Definitions:

- **Supply Economy- The conservation of material by every individual dealing with Army supplies to ensure that only the proper items in the necessary amount is used to accomplish a task or mission. Every soldier has a responsibility for supply economy.**

As leaders you must instill supply discipline in all personnel, and constantly demonstrate continued interest in the proper care and conservation of all government property.

- **Accountability - The obligation of a designated individual or organization to keep records of property, documents, and funds.**

- **Property Accountability - All property acquired by the Army, regardless of the source will be accounted for as prescribed by applicable Army Regulations and command policies.**

- **Financial Liability -**

Is the personal, joint, or corporate statutory obligation to reimburse the US Government for government property lost, damaged, or destroyed due to negligence or misconduct. The Army Report of Survey (DA Form 4697 may be initiated).

- **Negligence: Two Types**

Simple Negligence - The failure to act as a reasonably prudent person. This action would be accompanied by a

reckless, deliberate or wanton act of disregard for the foreseeable consequence of the act.

Gross Negligence - An extreme departure from the course of action to be expected of a reasonably prudent person. This action would be accompanied by a reckless, deliberate, or wanton act of disregard for the foreseeable consequences of the act.

- **Willful Misconduct - Any wrongful or unlawful act, committed intentionally when dealing with government property.**

- **Responsibility** - The obligation of an individual to ensure that government property and funds entrusted to his/her possession, command or supervision are properly used and cared for and that proper custody and safekeeping are provided.

Types of Responsibilities

- **Command Responsibility - The obligation of an individual to ensure government property within his/her command is properly used and cared for and that the proper custody and safekeeping are provided. This responsibility can not be delegated.**

- **Supervisory Responsibility - Obligation of a supervisor to ensure that all government property issued to or used by his/her subordinates are properly cared for, and that proper custody and safekeeping are provided. (This is inherent in all supervisory positions. It is not contingent upon signed hand receipts or responsibility statements).**

- **Direct Responsibility - The obligation of a person to ensure that all government property for which he/she has hand receipt for, is properly used and cared for, and that proper custody and safekeeping are provided.**

Direct Responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on a hand receipt from an accountable officer.

- **Personal Responsibility - The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his/her physical possession. It applies to all government property issued for, acquired for, or converted to a person's exclusive use, with or**

Point of discussion – inventories should be done according to local policy to ensure you have all your equipment. Inventories are mandatory for all

Questions?

Review Main Points

A. Identify the different types of supply/equipment funding.

B. Select the use of some commonly used supply forms.

C. Match the three categories of supply to their definition

D. Match the supply items to their